



GUAM

board of accountancy

September 25, 2014

Honorable Eddie B. Calvo
Governor of Guam
Executive Chambers
POB 2950
Hagatña, GU 96932

30-14-2056
Office of the Speaker
Judith T. Won Pat, Ed.D

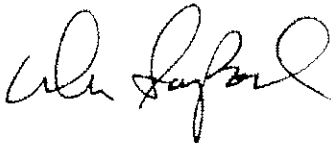
Date: 9-25-14
Time: 9:30 am
Received By: [Signature]

Dear Governor Calvo:

In compliance with Public Law 31-233, Chapter 8, Title 5GCA, Section 38, §8113.1, attached is an electronic copy of minutes, agenda and other attachments to our Board meeting held on September 18, 2014.

Should you have any questions, please call us at 647-0813 or email to: execdir@guamboa.org.

Sincerely,



Dave N. Sanford
Executive Director

Attachment: Electronic copy of September 18, 2014 Meeting

cc: Honorable Judith T. Won Pat
Speaker, 32nd Guam Legislature

2014 SEP 25 AM 9:49



GUAM BOARD OF ACCOUNTANCY
335 South Marine Corps Drive, Suite 101, Tamuning, GU 96913

Board Meeting – September 18, 2014

AGENDA

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I. CALL TO ORDER	
II. APPROVAL OF MINUTES – August 21, 2014	1-4
III. OLD BUSINESS	
A. Draft Bill Update – tabled until inception of the 2015-16 Legislative Session	
B. Endowment Update	
C. Notice of Complaint and Hearing	
D. Administrative Services Contract	
IV. NEW BUSINESS	
A. Requests for Approval	
• CPA Exam Applications – August	5-6
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GUAM BOARD OF ACCOUNTANCY
335 S. Marine Corps Drive, Suite 101, Tamuning, GU 96913

MINUTES OF MEETING

August 21, 2014

I. CALL TO ORDER:

The meeting was called to order at 4:13 p.m. by Chairman John Onedera. The meeting was held in the GBOA Conference Room.

Members Present: John Onedera, Chairman
 Todd Smith, Vice Chairman
 Francis Quinto Baba, Secretary-Treasurer
 Dafne Shimizu, Asst. Secretary-Treasurer
 Jennie Chiu, Member

Excused Absence: David Highsmith, Asst. Attorney General, Legal Counsel
 John P. Camacho, Ex-Officio Member

Also Present: Dave Sanford, Executive Director
 Michele B. Santos, Asst. Executive Director
 Arleen Gay, Board Secretary

II. APPROVAL OF MINUTES:

Motion was made by Francis Quinto Baba and seconded by Todd Smith to approve the Board minutes of July 17, 2014, as corrected. (Correction being the deletion of the word 'review' after the word 'audit' under Also Discussed: Allegations Against First sentence should read '.... licensed CPA who had been asked to do an audit of a company in Palau...'.) There being no further discussion or objections, the motion carried.

III. OLD BUSINESS:

- A. Draft Bill for Law Changes Update:** The Executive Director said he was working on finishing up the draft bill for submittal to the Guam Legislature. He explained that while the draft bill was pretty much in its final form, it needed to be put into a format where it could be transmitted to the Legislature with the cover letter. With the current Legislative body and the acting chair of GBOA's oversight committee busy preparing the Government of Guam Budget for 2015, along with this being an election year, it was agreed by all members that transmission of the proposed draft bill be delayed until January 2015 when a whole new set of Senators and possible change of oversight committee chair take effect, since any legislation introduced now will 'die' as of December 31st with the expiration of this Legislature and have

to be reintroduced again in the 2015-16 Session. The Executive Director said that he would email the final draft bill to all the members.

- B. Endowment Update:** Update on the Endowment Agreement was that the bill to appropriate the \$1M to the UOG Endowment Fund was still at the Legislature awaiting to be put on the session agenda to be voted on. Hopefully it would get voted on before the end of the year before a new Legislative body takes over. The Executive Director's feelings were that because there had been no objections to the proposed bill, it was hopeful that it would be voted on this session.
- C. Notice of Complaint and Hearing:** A draft copy of the proposed Notice of Complaint and Hearing was presented to the members for their review. The Executive Director said that he had emailed the draft to Legal Counsel but did not believe he had a chance to look at it yet as he had an off-island emergency. He explained that the draft letter cited the law and rule sections that provided probable cause to issue the complaint, adding that it was obvious that the individual involved had issued an audit report on his Guam CPA license when he was not legally licensed as said license had not been renewed since 2006. The draft gave the option of entitlement to a hearing and advised him that he may be subject to a \$5,000.00 fine or imprisonment of not more than one (1) year, or both. A hearing could result in revocation or suspension of his license and certificate, or a fine, all at the Board's discretion. It was agreed that no action would be taken until advice was had from Legal Counsel.

IV. NEW BUSINESS:

A. Requests for Approval:

- **CPA Exam Applications:** Motion was made by Todd Smith and seconded by Dafne Shimizu to approve the CPA Exam Applications for the month of July, 2014, as presented. There being no further discussion or objections, the motion carried.
- **Applications for CPA Initial Certification and License to Practice:** Motion was made by Todd Smith and seconded by Dafne Shimizu to approve the Applications for Initial Certification and License to Practice, as recommended. There being no further discussion or objections, the motion carried.

V. GENERAL DISCUSSION/ANNOUNCEMENTS:

- **CPA Exam Notification: FAR Section Announcement:** AICPA notice of BOE decision to not test IFRS15 on the CPA exam before January 1, 2016. They do intend to test it within one year of the enactment date.
- **NASBA Candidate Concerns 14Q2:** The Executive Director reviewed the 14Q2 Candidate Concerns report with the members. Among items highlighted were that for the first time in several years, there were no environmental disturbances or

weather problems which previously would result in testing site closures. Concerns related to the exam included candidates addressing their concerns to NASBA when they should be addressed directly to AICPA's Concerns Department. NASBA, in turn, refers all test concerns from candidates, with instructions on how to contact them, to AICPA. Some concerns were still had with those candidates who automatically get exited out of the test because they stayed too long on the welcome screen. Also, concerns were had with those candidates having completed the exam but hitting the quit button instead of the continue button and not having the survey portion pop up on the screen and worrying that maybe their exam results were lost. It was reassured that NASBA is able to go into the AICPA system and view the results and report back to the candidate as all answers are automatically saved regardless of how the exam ends and it is not necessary to complete the survey. Everything in the testing center is video-taped and reviewed and when concerns arise, they pretty much have an idea of what actually occurred and then they take action.

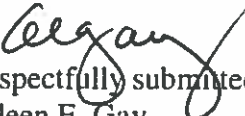
Also Discussed:

- The Executive Director reported on the financial report for July 2014, saying that from a revenue standpoint, we were still okay. The Japanese may not be coming to Guam's test center but they were applying to Guam for licensure.
- Some discussion was had on the Becker courses offered at UOG and the fact that no one had yet taken the exam and passed. There was concern as to how the students were actually graded to qualify them for reimbursement by GBOA. Both the Executive Director and the Chairman said they would ask the SBPA UOG staff how students were graded and try to resolve the matter.
- **Administrative Services Contract Renewal:** The Executive Director told the members that it had been brought to his attention that his staff had not received any salary increases for the past four to six years. He explained that salaries were based on DOL's Wage Determination for Guam and while there had not been any increases in salaries, the fringe benefits had increased every year. He told the members that he did not want to reclassify the positions to a higher level but that he believed the salaries given in Wage Determination could be deviated from and the employees could be given an increase as long it was over the minimum wage determination. All members present agreed to an increase over a reclassification of positions. He said that he would come up with a salary increase plan and present it to the members and that Legal Counsel would also be asked for his input. He also said he would put this all together and include it with his draft of the annual Administrative Services Contract which was due for approval in September. This would be the second renewal option of the three year contract.

- It was mentioned that one member had applied for committee membership offered by NASBA and had received no response. The Executive Director said that he would look into the matter.

VI. ADJOURNMENT:

There being no further business, motion was made by Dafne Shimizu and seconded by Francis Quinto Baba to adjourn the meeting at 5:36 p.m. The motion carried.


Respectfully submitted:
Arleen E. Gay
Recording Secretary

	JURIS ID	APP REC'D	AUD	BEC	FAR	REG	Last Name	First Name	State/Country
1	GU14085767	8/1/2014	x	x	x	x	Akamatsu	Takahiro	Japan
2	GU12074751	8/1/2014			x		Inocencio	Ian Philip	GU
3	GU14085768	8/1/2014	x		x		Yoshioka	Yusuke	Japan
4	GU14085769	8/4/2014	x		x		Chang	Yu-Ting	Taiwan
5	GU13075212	8/4/2014				x	D'Souza	Priyanka	U.A.E.
6	GU14085770	8/4/2014	x	x	x	x	Iwai	Takashi	Japan
7	GU12084777	8/4/2014	x				Kawasaki	Rio	Japan
8	GU14085771	8/4/2014	x		x		Nakada	Sho	Japan
9	GU14085774	8/5/2014	x	x	x	x	Hanasaki	Takuya	Japan
10	GU14085773	8/5/2014	x		x		Hirashima	Ryo	Japan
11	GU12084806	8/5/2014			x		Lo	Sung Man	Hong Kong
12	GU13065188	8/5/2014		x			Pelayo	Ismael	GU
13	GU13095324	8/5/2014				x	Peng	Shu-Li	Taiwan
14	GU13115405	8/5/2014	x				Uchida	Yuta	Japan
15	GU13014987	8/6/2014	x				Akutsu	Manabu	Japan
16	GU14035606	8/6/2014			x		Inoue	Atsushi	Japan
17	GU13014995	8/6/2014				x	Kinoshita	Tomohiko	Japan
18	GU14075726	8/6/2014		x	x		Noda	Kengo	Japan
19	GU14085777	8/6/2014				x	Wada	Yoshimichi	Japan
20	GU13095331	8/6/2014				x	Zhang	Mengying	China
21	Initial	8/7/2014	x		x		Hamdan	Khaled	U.A.E.
22	GU13075210	8/7/2014		x			Kawakami	Hiroshi	Japan
23	GU14085780	8/7/2014			x		Terada	Saori	Japan
24	GU14085779	8/7/2014	x	x			Wu	Karie Kar Yee	Hong Kong
25	GU14025567	8/8/2014	x				Gianan	Donna Mylen	GU
26	GU13095313	8/8/2014	x			x	Hoh	Andrew	MD
27	GU14015486	8/8/2014	x				Matsuda	Yasuhiro	Japan
28	GU13095330	8/11/2014	x	x	x		Chang	Yung-Lin	Taiwan
29	GU12124967	8/11/2014		x			Chang	Ting-Chuan	Taiwan
30	GU12074746	8/11/2014				x	Cheng	Kai Yun	Taiwan
31	GU14085787	8/11/2014	x	x	x	x	Lu	Mei	MD
32	GU13125432	8/11/2014				x	Nieto	Angeline	GU
33	GU14095817	8/11/2014	x				Onishi	Yuta	Japan
34	GU12124962	8/11/2014			x		Oyama	Hirohata	Japan
35	GU14095810	8/11/2014	x	x	x	x	Yang	Luyi	China
36	GU13125482	8/12/2014	x	x	x	x	Namera	Masaaki	Japan
37	GU14095818	8/12/2014	x	x	x	x	Xu	Aihui	Taiwan
38	GU13085290	8/13/2014		x			Hanna	Shenouda	Kuwait
39	GU14085786	8/13/2014	x		x		Ikehata	Yuki	Japan
40	GU14085783	8/13/2014	x		x		Iwase	Hirohata	Australia
41	GU14035578	8/13/2014	x	x			Okuma	Shinichi	Japan
42	GU14085784	8/13/2014	x				Rashed	Mohammed	U.A.E.
43	GU14015489	8/13/2014			x		Tamatsu	Kaoru	Japan
44	Initial	8/13/2014			x		Yamaguchi	Yuji	Japan
45	GU13105379	8/13/2014	x		x	x	Yamazaki	Hitoshi	Japan
46	GU14085799	8/14/2014			x		Quan	Jinlong	Japan
47	GU14085788	8/14/2014	x	x	x	x	Takami	Kingo	Japan
48	GU14085789	8/14/2014	x	x	x	x	Tamura	Shinjiro	Japan
49	GU14025558	8/14/2014				x	Yamada	Masashi	Japan
50	GU14085804	8/14/2014	x	x			Yamamoto	Satoshi	Japan
51	GU12014544	8/15/2014	x	x		x	Oba	Tatsuyuki	Japan
52	GU14015509	8/18/2014	x		x		Deng	Bou-Yuan	Taiwan
53	GU14085792	8/18/2014	x	x	x	x	Liu	Chia-Yung	Taiwan
54	GU14035590	8/18/2014		x	x		Mu	Kai-Man	CA
55	GU13055154	8/18/2014		x			Nishshita	Nahoko	Japan
56	GU11094377	8/18/2014	x		x		Oh	Tomohiro	Japan
57	GU12114905	8/18/2014		x			Saito	Kengo	Japan
58	GU14055696	8/18/2014		x	x		Su	Wei-Chun	Taiwan
59	GU14085798	8/18/2014	x	x	x	x	Wang	Luying	Hong Kong
60	GU13125471	8/19/2014			x		Chantani	Takuya	Japan
61	GU14085793	8/19/2014	x			x	Ishida	Yuki	Japan
62	GU14085793	8/19/2014				x	Ishida	Yuki	Japan
63	GU13095311	8/19/2014	x				Pugon	Rommel	GU
64	GU13095355	8/19/2014	x	x			Yamamoto	Ryoji	Japan
65	GU10023817	8/20/2014		x		x	Hung	Wan-Tzu	Japan
66	GU13095305	8/20/2014			x		Takizawa	Mai	Japan
67	GU13085248	8/20/2014				x	Tamura	Ryota	Japan
68	GU14015519	8/21/2014	x		x		Hsieh	Pei-Jhen	Taiwan
69	GU12124941	8/21/2014			x		Hussein	Ahmed	Kuwait

70	GU11064292	8/21/2014	x				Kawamura	Hitomi	Japan
71	GU14085796	8/21/2014					Minowa	Yasuharu	Japan
72	GU14085794	8/21/2014		x	x		Ng	Fong Leng	China
73	GU14085795	8/21/2014	x				Sugihara	Takaya	Japan
74	Initial	8/22/2014	x	x	x	x	Ikeda	Kanako	Japan
75	GU13045123	8/22/2014	x	x		x	Nagatomo	Hirromichi	Japan
76	GU12055688	8/22/2014		x			Takayoshi	Kudo	Japan
77	GU10033905	8/22/2014	x	x	x		Yoon	Jeehyun	Japan
78	GU13115419	8/23/2014	x				Ohtaka	Wataru	Japan
79	GU12034621	8/25/2014				x	Koike	Kazuaki	Japan
80	GU14095809	8/25/2014	x	x	x	x	Lin	Yuan-Chih	GA
81	GU14025543	8/25/2014	x	x	x	x	Yoneyama	Makoto	CA
82	GU14085805	8/26/2014				x	Constantino	Rosan	Saipan
83	GU14085806	8/26/2014				x	Kaji	Yusuke	Japan
84	GU14095824	8/26/2014		x			Miyahara	Shoki	Japan
85	GU14035606	8/27/2014		x			Inoue	Atsushi	Japan
86	GU10064045	8/27/2014	x	x			Ito	Tomohiko	Japan
87	GU13055167	8/27/2014		x		x	Ji	Yeonwoo	GU
88	GU13125468	8/27/2014		x			Kuo	I-Chun	Taiwan
89	GU08023002	8/27/2014	x			x	Matsui	Kiyotada	Japan
90	GU13115415	8/27/2014	x				Terashima	Ryogo	Japan
91	GU11104441	8/28/2014	x				Kang	Lung	Taiwan
92	GU13105388	8/28/2014	x	x			Mizuno	Takashi	Japan
93	GU14085807	8/28/2014	x				Raparathi	Swathi	U.A.E.
94	GU13085277	8/28/2014	x	x			Sinha	Digvijay	U.A.E.
95	GU14035580	8/28/2014				x	Tobita	Masanori	Japan
96	GU10033905	8/28/2014				x	Yoon	Jeehyun	Japan
97	GU14095811	8/29/2014				x	Bapat	Prasad Uday	U.A.E.
98	GU08012982	8/29/2014				x	Bates	Maria Angela	GU
99	GU13035066	8/29/2014		x			Honkawa	Hiroyoshi	Japan
100	GU13095302	8/29/2014	x			x	Komamura	Yoshihiro	Japan
101	GU12084796	8/29/2014		x		x	Matsuzawa	Akiko	Japan
102	GU14085808	8/29/2014	x	x	x		Takahata	Naoyuki	Japan
Total by Section			55	44	51	38			

Guam Board of Accountancy
Applications for Initial Certification and License to Practice
Board Meeting of September 18, 2014

	Name of Applicant	Application for	Employer/period	Schools Attended	Experience	U.S. CPA Verifying Jurisdiction Status	Other licenses held	Recommendation
1	Mr. Sherif Ramzy Etelaf Washington D.C.	SE Init Cert LTP Active-Attest	KPMG, D.C.			Virginia Good Standing	Washington, D.C. Maryland	Approval
2.	Mr. Rongxin Lu Canada	SE Init Cert LTP Active - Attest	Deloitte, Vancouver B.C.			Maine Good Standing	None	Approval
3	Ms. Yang Wu Canada	SE Init Cert LTP Active - Attest	MagIndustries Ontario, Canada			Maine Good Standing	None	Approval
4	Ms. Yvonne S. Lee Guam	Cert # 2096 LTP Active - Attest	Ernst & Young LLP Guam 8/2014 to present 1/2006 to 11/2012		100% Audit Attest Services	John R. Onedera Guam Good Standing	None	Approval - currently has an inactive license
5	Ms. Wei-Chih Huang Taiwan	Init Cert LTP Active- Attest	Deloitte & Touche Taiwan 10/2012 to present Advance Semiconductors Engineering 10/2009 to 7/2010	National Sun Yat Sen Univ Univ of Illinois	60% Audit Attest Services 10% Financial Services 30% Tax/Tax Advis Serv	Sheau-Chi Wang Florida Good Standing	None	Approval
6	Ms. Lin Zheng Shanghai, China	Init Cert LTP Active- Non Attest	Shanghai New Summit Biopharma Group 10/2010 to present Shanghai Bentley Motors 9/2009 to 10/2010 PWC Zhong Tian CPAs 8/2007-8/2009	Shanghai Int'l Studies BA Univ of Science & Tech	80% Accounting Serv 20% Financial Serv	Yue Chen Hawaii Good Standing	None	Approval
7	Ms. Lin Chen Shanghai, China	Init Cert LTP-Active Non Attest	Aber Ltd 6/2010 to present Alcan Mgmt Services 9/2008 to 11/2009 Packard Bell Electronics 8/2007 to 9/2008	Shanghai University BA	60% Accounting Services 10% Financial Services 10% Tax/Tax Advis Serv 10% Mgmt Advis Serv	Jun Gao Virginia Good Standing	None	Approval
8	Mr. Shazo Iino Chiba, Japan	Init Cert LTP- Active Non Attest	Currently not employed Jalpak Co. Ltd 4/1974 to 6/2010	Chuo University Cal State East Bay	30% Audit Attest Services 10% Financial Services 20% Consulting Services 40% Mgmt Advis Services	Toyasaki Miwa Guam Good Standing	None	Approval

	Name of Applicant	Application for	Employer/period	Schools Attended	Experience	U.S. CPA Verifying Jurisdiction Status	Other licenses held	Recommendation
9	Ms. Wendy Ohlsson Massachusetts, USA	Init Cert LTP - Active Non Attest	Covidien 2/2013 to present Medlife 9/2010 to 1/2013 AIG 7/2006 to 8/2010	Universidad de Teconologia De Santiago UCLA Extension	100% Audit Attest Services	Arnab Ghos New York License lapsed	None	Disapprove
10	Ms. Masami Okamine Japan	Init Cert LTP - Active Non Attest	Tora Trading Services 9/2007 to present	Okayama University Cal State East Bay	100% Accounting Services	Kazum Tomishima California Good Standing	None	Approval
11	Ms. Weina Wu Beijing, China	Init Cert LTP - Active Non Attest	China Hewlett Packard 8/2010 to present KPMG 1/2004 to 11/2006	Beijing Second Foreign Lang Univ BA Univ of Southampton UK Keiser Univ - China	100% Audit Attest Services	Yue Chen Hawaii Good Standing	None	Approval
12	Mr. Yu-Hsi Chin Taiwan	Init Cert LTP - Inactive	Micro-Star Int'l Co. Ltd 12/2010 to present Benson Law Firm 12/2007 to 10/2010	Soochow University Chinese Culture University St. Mary's University			None	Approval
13	Mr. Eldiasti T. El Dabi Saudi Arabia	Init Cert LTP - Inactive	Alessa Trading Co. 11/2013 to present Alessa Industries Co. 9/2007 to 11/2013	Al Mansouna University			None	Approval
14	Mr. Mahmoud M. Hanoush Dubai, UAE	Init Cert LTP - Inactive	Roads & Transport Authority 11/2008 to present	Yarmouk University			None	Approval
15	Ms. Wei-Tzu Hsu Taiwan	Init Cert LTP - Inactive	Sagent Management 5/2013 to present	National Chengchi Univ			None	Approval
16	Mr. Shimichi Kobayashi Chiba, Japan	Init Cert LTP - Inactive	Metlife Insurance K.K. 10/2000 to present Daichi Mutual Fire & Marine Insurance Co, 4/1998 to 9/2000	Meiji University Japan O'Hara College of Business			None	Approval

	Name of Applicant	Application for	Employer/period	Schools Attended	Experience	U.S. CPA Verifying Jurisdiction Status	Other licenses held	Recommendation
17	Mr. Chun-Hung Lin Taiwan	Init Cert LTP-Inactive	Formosan Brothers Attys at Law 3/2014 to present Ernst & Young Taiwan 4/2013 to 11/2013 Supreme Administrative Courts 3/2010 to 7/2012	Nat'l Chengchi Univ BA/MBA			None	Approval
18	Ms. Szu Yu Lin Taiwan	Init Cert LTP-Inactive	KPMG LLP, San Francisco, CA 1/2014 to present	Nat'l Taiwan Univ Zurich Univ of Applied Science			None	Approval
19	Mr. Seiki Ochi Ehime, Japan	Init Cert LTP-Inactive	Ministry of Land, Infrastructure, Transport & Tourism 4/2008 to present	University of Tokyo BA, MS			None	Approval
20	Ms. Won-Jane Tai Taiwan	Init Cert LTP-Inactive	Ernst & Young Taiwan 10/2014	Nat'l Chengchi Univ Univ Commercial Exchange Program			None	Approval
21	Mr. Jun Wang Montreal, Canada	Init Cert LTP-Inactive	Eagle Tech Recycling 1/2014 to present St. James Club of Montreal 10/2013 to present RandMar Inc 7/2013 to 8/2013	Shanxi Vocational Teachers College Shanxi Finance and Econ Institute Concordia Univ BA			None	Approval
22	Ms. Tomoko Yokoo Tokyo, Japan	Init Cert LTP - Inactive	Nippon Koa Insurance Co Ltd 7/2010 to present SonPo 24 Insurance 6/2001 to 6/2010	Nanzhan Univ of Japan Monterey Inst. of Int'l Studies BA, MA Cal State East Bay			None	Approval
23	Ms. Ying-Yong Hsiung Taiwan	Init Cert LTP-Inactive	Novo Nordisk Pharma 11/2008 to present Pricewaterhouse Coopers Taiwan 9/2006 to 6/2008 None	Nat'l Taiwan Univ BBA			None	Approval
24	Mr. Seung Hyun Paik	Init Cert LTP-Inactive		California State Univ. Northridge BS Acctg			None	Approval

Arleen E Gay

From: Dave Sanford <daves@stggguam.com>
Sent: Friday, August 29, 2014 10:23 AM
To: 'Arleen E Gay'
Cc: 'Michele Santos'
Subject: FW: New Report Guidelines for International Education Service Providers
Attachments: Sample - WES.PDF

ARLEEN – please include ion next Board meeting package. Thanks! Dave

From: Patricia Hartman [mailto:phartman@nasba.org]
Sent: Thursday, August 28, 2014 11:46 PM
Subject: New Report Guidelines for International Education Service Providers

Dear Executive Directors:

Attached, please find a sample letter that was sent in late July from my office to approved service providers of international education evaluation. The letters outline new structural requirements for evaluation reports, specifically addressing various areas of concern that have arisen due to the recent increased scrutiny of international education as it relates to the Uniform CPA Examination.

Please let me know if you have any questions or concerns on any of this.

Thank you.

Patricia Hartman
Director of Client Services

National Association of State Boards of Accountancy (NASBA)
150 Fourth Avenue North Suite 700
Nashville, TN 37219

Phone and Fax: 615-880-4273
Email: phartman@nasba.org
www.nasba.org

Note: E-Mail is a non-secure method of communication. Please do not send personal/confidential information (Social Security number, credit card number, bank account information, etc.) via email as there is a risk involved with sending such information via non-secure communication method. Please contact us via phone or mail at the address indicated above.

NOTICE: This email message and all attachments transmitted with it may contain legally privileged and confidential information intended solely for the use of the addressee. If the reader of this message is not the intended recipient, you are hereby notified that any reading, dissemination, distribution, copying, or other use of this message or its attachments is strictly prohibited. If you have received this message in error, please notify the sender immediately by telephone (615-880-4200), and delete this message and all copies and backups thereof. Thank you.

July 25, 2014

World Education Services, Inc.
Bowling Green Station
PO Box 5087
New York, NY 10274-5087

Dear International Credential Evaluator:

We are writing in our capacity as CPA Examination Services (CPAES). Due to recent increased scrutiny of international education, the Accountancy Boards have taken a closer review of reports received from all international education evaluation service providers. We need these reports structured to specifically address some areas of concern when your service provides an evaluation with regard to the Uniform CPA Examination for any of the following states: Alaska, Colorado, Connecticut, Iowa, Michigan, Nebraska, New Mexico, Ohio, Tennessee, Utah, Vermont and Wisconsin.

The evaluation report must identify the candidate by name and date of birth. If the candidate has a previous or alternate name, it should be listed. For each credential evaluated, the institution that awarded the credit must be listed in addition to the accrediting body for that institution. A copy of the transcript or credential documentation used for your evaluation must be included with your report.

Credits from professional organizations are not acceptable unless they are determined to be equivalent to academic study from an accredited post-secondary institution in the United States. If the credential being evaluated is from a professional organization, it must be clearly identified on the evaluation report. Some professional organizations have multiple paths through which a candidate can earn the professional designation. Only the academic path is acceptable as credit toward the Uniform CPA Examination and licensure. For training completed through these organizations, the path taken by the candidate must be identified.

Evaluations of credits from a Credit Bank system must clearly indicate which credit was earned through life experience, designation, credential, test preparation course, examination or other alternate means and which credit was earned academically. No credit can be accepted for exempted or waived degree requirements. If such credit was awarded, it must be clearly stated on the evaluation report.

The final evaluation report must clearly state that your evaluation service is not qualifying the candidate for the Uniform CPA Examination as a candidate of any state, and, instead, that the purpose of the evaluation is to determine the U.S. equivalency of the education completed by the candidate outside the U.S.

Sincerely,

Patricia Hartman
Director, Client Services

Arleen E Gay

From: Dave Sanford <daves@stgguam.com>
Sent: Friday, August 22, 2014 1:09 AM
To: 'Arleen Gay'
Subject: FW: Peer Review Update
Attachments: AICPA Peer Review Manual System Review Pass With Deficiencies Rating.pdf

ARLEEN – please include in next Board meeting package. Thanks! Dave

From: Dan Dustin [mailto:ddustin@nasba.org]
Sent: Thursday, August 21, 2014 1:04 AM
To: Dan Dustin
Subject: Peer Review Update

To Board Chairs and Executive Directors:

NASBA has recently received several inquiries from Boards of Accountancy (Boards) concerning how to handle issues related to correspondence received from peer review administrators (primarily State Societies) regarding changes made to peer review reports available through the AICPA's Facilitated State Board Access (FSBA) database.

The FSBA is a database that provides Boards with access to peer review results. Documents posted to FSBA include among other things, the peer review report, the letter of response, and the acceptance letter. FSBA is available to jurisdictions upon the effective date of their mandatory peer review requirement. FSBA is not available prior to the implementation date of a jurisdiction's mandatory peer review requirement or in those jurisdictions where the Board is prohibited by law from accessing peer review reports.

You may recall that we previously sent emails on March 21 and May 20, outlining issues related to US Department of Labor (DOL) Employee Benefit Plan (EBP) audits and a requirement in the AICPA Peer Review Standards that EBP audits are among the "must select" engagements that the peer reviewer is required to select in the peer review sample; consequently, checking against peer review reports should identify which firms had appropriately complied with the peer review requirements and had been successfully reviewed. The peer review report includes a specific paragraph referencing the types of "must select" engagements reviewed as part of the peer review, making it clear that engagements such as EBP audits were included in the review.

Old Guidance

Under peer review guidance in effect from January 2012 through May 27, 2014, if a firm's most recent peer review report fails to indicate the required inclusion of a review of EBP engagements, AICPA staff notified the appropriate Administrating Entity (AE), primarily State Societies. The AE informed the peer reviewer and the reviewed firm of the evidence of omission.

The peer reviewer was to determine whether or not to recall his/her peer review report. If the report was recalled, the AE also recalled the acceptance letter issued to the firm and instructed the firm it had 90 days to have a replacement review performed.

If the replacement review was not performed in 90 days, the AE began procedures to terminate the firm's enrollment in the peer review program.

Also, once the report was recalled, AICPA staff removed the peer review documents (peer review report, letter of acceptance, et. al.) of the recalled review from the FSBA file. This had the impact of showing users of FSBA that the firm's most recent peer review was the one performed prior to the review recalled. For example, if the review recalled was for the period ended December 31, 2013, FSBA would be changed to indicate the firm's most recent peer review was for the period ended December 31, 2010.

If the peer reviewer did not recall his/her peer review report, the AE's report acceptance body evaluated that decision and determined whether or not the acceptance letter should be recalled anyway. If the acceptance letter was recalled, as indicated in the previous paragraph, the firm was instructed it had 90 days to have a replacement review performed and AICPA staff revised the Facilitated State Board Access (FSBA) file. If the report acceptance body concurred with the peer reviewer's decision not to recall a report, no further action was taken.

Some AEs, in an effort to avoid controversy and expedite the remediation of firms, allowed firms that had failed to properly report the performance of an EBP engagement during its last peer review to have an accelerated peer review. While this action was successful in expediting the remediation process, it allowed the prior (and materially incorrect) peer review to remain in place and be improperly relied on by stakeholders (including Boards of Accountancy), which was contrary to the intent of the Peer Review Board (PRB) and was partially responsible for the PRB's move to revise its guidance.

Recall of peer review report (old guidance):

As of March 31, 2014, the AICPA instructed AEs to retroactively inform Boards of a recall of a peer review report via a proactive communication.

Accelerated peer review (old guidance):

The original peer review report was not removed from FSBA until the new peer review report was posted to FSBA. Boards were first notified of the accelerated peer review when the accelerated review report was accepted. This would generally be indicated by a new peer review date less than three years after the prior peer review date.

New Guidance

This process will be followed for material departures from peer review standards discovered on or after May 28, 2014.

On May 28, 2014, the AICPA's Peer Review Board approved new guidance. Due to the confidentiality provisions of the AICPA's peer review program, AEs are limited in what information they can provide to Boards. It is clear, however, that when Boards receive communication from AEs regarding change in dates of accepted peer reviews using language suggested by the AICPA, that Boards will want to take note of probable peer review recall issues. It is also important to note that AICPA's direction to AEs is to directly notify Boards, in addition to updating the FSBA system. Firms having their peer review recalled are also being directed to consider state law requirements regarding notification of their Boards regarding the recall.

According to the AICPA, "The revised guidance states: 'The administering entity must recall its acceptance letter when notified by staff that the peer review report is not correct in all material respects. The peer review information and peer review documents must be removed from view on Facilitated State Board Access (FSBA), and the administering entity **must notify the applicable state board(s) of accountancy** of information allowed by the guidance.' The administering entity is **also to proactively notify the same state accountancy boards when the replacement review is accepted.**" *(Emphasis added)*

As a result of this change in guidance, Boards will be receiving two notifications from the peer review administrator. First, when the original peer review report is removed from FSBA and second, when the replacement review is accepted and available on FSBA.

While it is possible that the recall of a peer review report could occur for several reasons during this period of comprehensive review by the AICPA, it is highly likely that a Board received notification from a peer review administrator relates to the failure to include one or more U.S. Department of Labor EBP audits in the firm's peer review.

Replacement of peer review report (new guidance):

As of May 28, 2014, Boards are notified of the recall of a peer review report within a few weeks of the recall, and often sooner. Boards will be notified a second time when the replacement review is accepted.

Illustration of Board notification process:

The following dates are used for illustration purposes only and may not represent actual peer review timelines.

Old Guidance

Recall of peer review report:

First letter to Board: old peer review date: 12/31/13, new peer review date: 12/31/10

(the most recent peer review report is removed from FSBA)

Second letter to Board: old peer review date: 12/31/10, new peer review date: 6/30/14

(FSBA will be changed to reflect the acceptance of the replacement review)

Accelerated review:

First letter to Board: old peer review date: 12/31/13, new peer review date 6/30/14

(notification only occurs when the accelerated peer review report is accepted by the AE)

New Guidance

First letter to Board: old peer review date: 12/31/13, new peer review date: 12/31/10

(the most recent peer review report is removed from FSBA)

Second letter to Board: old peer review date: 12/31/10, new peer review date: 6/30/14

(FSBA will be changed to reflect the acceptance of the replacement review)

Board Actions

By mid-June NASBA had provided each Board with a list of all EBP audits domiciled in its jurisdiction. This list was compiled from a DOL dataset of publicly available information derived from IRS Forms 5500 filed with the DOL.

Some Boards have gone through the process of verifying that each audit firm on its list was registered with the Board, where required by statute or Board rule. In those instances where it was determined that a firm was not registered, Boards are requiring that firms register in order to come into compliance.

In addition to an audit firm's registration status, in a few instances, it has been determined that the firm did not have a peer review performed. Other issues related to peer review and the recall of a peer review report may include:

- The wrong peer review was completed (engagement review rather than a system review), and
- The failure to have "must select" engagements included in the firm's peer review

Under the new guidance, when a Board receives correspondence from an AE indicating that there has been a change in a firm's file on FSBA, the Board may consider contacting the firm to request a copy of:

- The firm's peer review report that was subject to recall for the period covering the audit period
- The firm's replacement peer review report covering the period of the audit

In those instances where a firm conducts "must select" audits, the standard peer review report includes an additional paragraph detailing the type(s) of "must select" engagements that were subject to peer review (see the attached sample report). Obtaining copies of both peer review reports will enable the Board to review the original peer review report to determine if EBP audits ("must select") were included in the original peer review. Obtaining the replacement review report may provide the Board with evidence that the audit firm is now in compliance with the AICPA's Peer Review Standards. Failure to have "must select" engagements included in a peer review is a material departure from AICPA Peer Review Standards and could represent a violation of a jurisdiction's laws or rules.

As outlined above, it is important to note that communication from the AE to the Board will be dependent on the type of review (replacement, recall, accelerated) and when the determination to recall a peer review report is made. Notification of an accelerated review conducted under old guidance (prior to May 28, 2014), could take seven months or more as notification only occurs at the end of the process. Under the new guidance, communication of the recall of a peer review report on or after May 28, 2014 should occur within a few weeks of the recall with a second notification being sent upon acceptance of the new peer review report.

Possible Board Actions

The focus of the DOL analysis of auditors of EBPs has been on audit firms that conduct 1 or 2 EBP audits because historic trends suggest a higher failure rate among firms that perform 1 or 2 EBP audits than those that perform a larger number of EBP audits.

If this trend holds true, Boards, at a minimum, may want to review the peer review reports of those firms that perform 1 or 2 EBP audits. The NASBA provided spreadsheet of auditors of EBPs could be sorted by "summit strata" to identify those firms that perform 1 or 2 EBP audits. The Board could then use the FSBA to review the peer review reports of these firms to determine if:

- the firm had a peer review performed
- the correct peer review was performed (system rather than engagement)
- the original peer review was recalled, based on peer review date
- the correct peer review report was issued (the peer review report includes the additional paragraph noting the inclusion of "must select" engagements in the peer review sample)

As a reminder, the AICPA's evaluation of proper peer review (still in progress) is based on an incomplete list of firms conducting EBP audits provided to them by the DOL. The list provided to the Boards of Accountancy by NASBA is

complete (for the period of time covered). As such, Boards of Accountancy might consider performing their own reviews.

Finally, Boards may want to directly ask each firm if its peer review report was recalled due to a failure to include “must select” engagements in its original peer review.

If you Board would like assistance from NASBA in developing questions that it might want to ask firms or should your Board need any other assistance with this matter, please contact me at 615-708-3577 or by email at ddustin@nasba.org.

Daniel J. Dustin, CPA
Vice President, State Board Relations

National Association of State Boards of Accountancy
150 Fourth Ave North, Suite 700
Nashville, TN 37219

Phone/Fax: 615-880-4208
Email: ddustin@nasba.org
www.nasba.org

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Appendix E

Illustration of a Report With a Peer Review Rating of *Pass With Deficiencies* in a System Review

The deficiencies and related recommendations provided are examples provided for illustrative purposes only. Any one or more of the deficiencies, based on the relative importance of the deficiency to the system of quality control as a whole, could result in a report with a peer review rating of *pass with deficiencies* or *fail*.

[Firm letterhead for a firm-on-firm review; team captain's firm letterhead for an association formed review team.]

System Review Report

August 31, 20XX

To the Partners of [or other appropriate terminology]
XYZ & Co.

and the Peer Review Committee of the [insert the name of the applicable administering entity][†]

We[‡] have reviewed the system of quality control for the accounting and auditing practice of XYZ & Co. (the firm)[§] in effect for the year ended June 30, 20XX. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included (engagements performed under *Government Auditing Standards*; audits of employee benefit plans, audits performed under FDICIA, audits of carrying broker-dealers, and examinations of service organizations [Service Organizations Control (SOC) 1 and 2 engagements]).[¶]

We noted the following deficiencies during our review:

1. **Deficiency**—The firm's quality control policies and procedures do not provide its staff with a means of ensuring that all necessary procedures are performed on review and compilation engagements. As a result, the firm's review and compilation working papers did not include documentation of all procedures required by professional standards, in particular relating to accounts and notes payable. We were able to satisfy ourselves that, in each case, sufficient procedures had been performed, and the firm subsequently prepared the appropriate documentation.

Recommendation—The firm's quality control policies and procedures should be revised to ensure documentation of all procedures performed as required by professional standards. Although not required by profes-

[†] The report of a firm whose review is administered by the National Peer Review Committee should be addressed as follows: To the Partners of [or appropriate terminology] XYZ & Co. and the National Peer Review Committee.

[‡] The report should use the plural *we*, *us*, and *our* even if the review team consists of only one person. The singular *I*, *me*, and *my* are appropriate only if the reviewed firm has engaged another firm to perform its review and the reviewing firm is a sole practitioner.

[§] The report of a firm who is required to be registered with and inspected by the PCAOB should be tailored here to add "applicable to engagements not subject to PCAOB permanent inspection."

[¶] If the firm performs audits of employee benefit plans, engagements performed under *Government Auditing Standards*, audits of depository institutions with total assets of \$500 million or greater at the beginning of its fiscal year, audits of carrying broker-dealers, examinations of service organizations (Service Organization Control [SOC] 1 and SOC 2) or other engagements required to be selected by the board in interpretations, the engagement type(s) selected for review should be identified in the report using this paragraph, tailored as applicable. For SOC engagements, the paragraph should be tailored to reflect the type(s) selected for review. If the firm does not perform such engagements, this paragraph is not applicable and not included in the report.

sional standards, the firm should consider using the practice aids in the reference manuals available in the firm's library in order to accomplish this step.

2. **Deficiency**—The firm's quality control policies and procedures do not require partner involvement in the planning stage of audit engagements. Generally accepted auditing standards permit the auditor with final responsibility for the engagement to delegate some of this work to assistants, but the standards emphasize the importance of proper planning to the conduct of the engagement. We found several audits performed in which, as a result of a lack of involvement including timely supervision by the engagement partner in planning the audit, the work performed on contracts, contract provisions, and related receivables did not support the firm's opinion on the financial statements. The firm has subsequently performed the necessary additional procedures to provide a satisfactory basis for its opinion.

Recommendation—The firm's quality control policies and procedures should be revised to provide, at a minimum, for timely audit partner review of the preliminary audit plan and the audit program. The firm should ensure that this is addressed as part of its ongoing monitoring procedures.

3. **Deficiency**—The firm's quality control policies and procedures require that financial statement reporting and disclosure checklists appropriate to the industry of the engagement being performed be completed. Our review noted that these checklists were not being used on all audit engagements. As a result, on certain audit engagements in the construction industry, the financial statements were missing several significant disclosures specific to the industry as required by generally accepted accounting principles. The subject reports have been recalled, and the financial statements are being revised.

Recommendation—The firm should conduct a training session for all personnel to review the firm's policies and procedures for utilizing financial statement reporting and disclosure checklists that are appropriate to the industry of an engagement. The engagement partner should carefully review these checklists at the completion of an engagement to ensure that the appropriate checklists are utilized and to ensure their proper completion as required by firm policy. This can be accomplished by adding a procedure to the firm's engagement review checklist requiring the engagement partner to document his or her review of these checklists.

In our opinion, except for the deficiencies described above, the system of quality control for the accounting and auditing practice of XYZ & Co.¹ in effect for the year ended June 30, 20XX, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. XYZ & Co has received a peer review rating of *pass with deficiencies*.

Smith, Jones and Associates

[Name of team captain's firm]

¹ The report of a firm who is required to be registered with and inspected by the PCAOB should be tailored here to add "applicable to engagements not subject to PCAOB permanent inspection."

Arleen E Gay

From: Dave Sanford <daves@stgguam.com>
Sent: Monday, September 15, 2014 10:33 AM
To: 'Arleen E Gay'; 'Michele B. Santos '
Subject: FW: Peer Review - merged firm Burger, Comer, Magliari

ARLEEN – please include in Board meeting package for discussion. Thanks! Dave

From: David Burger [mailto:spn0018@gmail.com]
Sent: Friday, September 12, 2014 1:39 PM
To: daves@stgguam.com
Subject: Peer Review

Dave - I am copying below the email I received from Leah Moore from the Oregon Society.

Because of the merger, and since my firm was smaller, they are of the opinion that Burger & Comer does not need to have a peer review at this time. The new firm, BCM, will need a review in 3 years. Obviously, I would be pleased to not go through peer review now.

Please let me know if I still need a peer review for Guam purposes.

Thanks,

Dave Burger

=====

David,

After receiving your scheduling form and Firm Change form, I contacted the AICPA to determine if the merger affected anything with your current peer review. When two firms merge, the "successor" firm follows the peer review schedule of the firm that brought the higher percentage of A&A work to the merged practice. Since in your case, the higher percentage of practice was brought from Scott's firm (according to the change form), the subsequent peer review for the merged practice would be based on his peer review timing.

This also means that since the merger took place on 8/1, the firm of Burger & Comer PC, which was scheduled for peer review due 2/28/15, no longer technically exists to be peer reviewed.

The AICPA (Technical Manager, Laurel Grohn) has said that they will not require Burger & Comer PC to undergo the 2014/15 peer review. A peer review will be conducted of Scott Magliari's firm, and then the merged firm will be reviewed in 2017.

As long as you do not have another reason to require you to have a peer review of Burger & Comer PC – for instance if the Guam BOA would require it even if the AICPA Standards allow you not to complete it, or if there is any other reporting requirement you have which would necessitate the review), we can simply resign your firm from the peer review program, and once the review of Scott Magliari's firm is complete, we would change

that firm name to the new firm name. Whether we administer the review you undergo in 2017, or it is the NPRC, would depend on if you still have the Broker-Dealer client at that time.

If you do need/want to undergo your peer review at this time, it would be administered by the NPRC.

Please let me know if you would like to resign Burger & Comer PC from Peer Review, or if you want/need to complete your review at this time.

Thank you,

Leah Moore

Coordinator, Member Services & Peer Review

Oregon Society of CPAs | www.orcpa.org

d: [503.597.5474](tel:503.597.5474) | e: lmoore@orcpa.org

p: [503.641.7200](tel:503.641.7200) | [1.800.255.1470](tel:1.800.255.1470) (ext. 11)

GUAM BOARD OF ACCOUNTANCY
FY2014 Revenue, Expense and Fund Balance Summary w/History and FY2014 Budget
(Modified Accrual Basis: updated 9/18/14 mbs/dns)

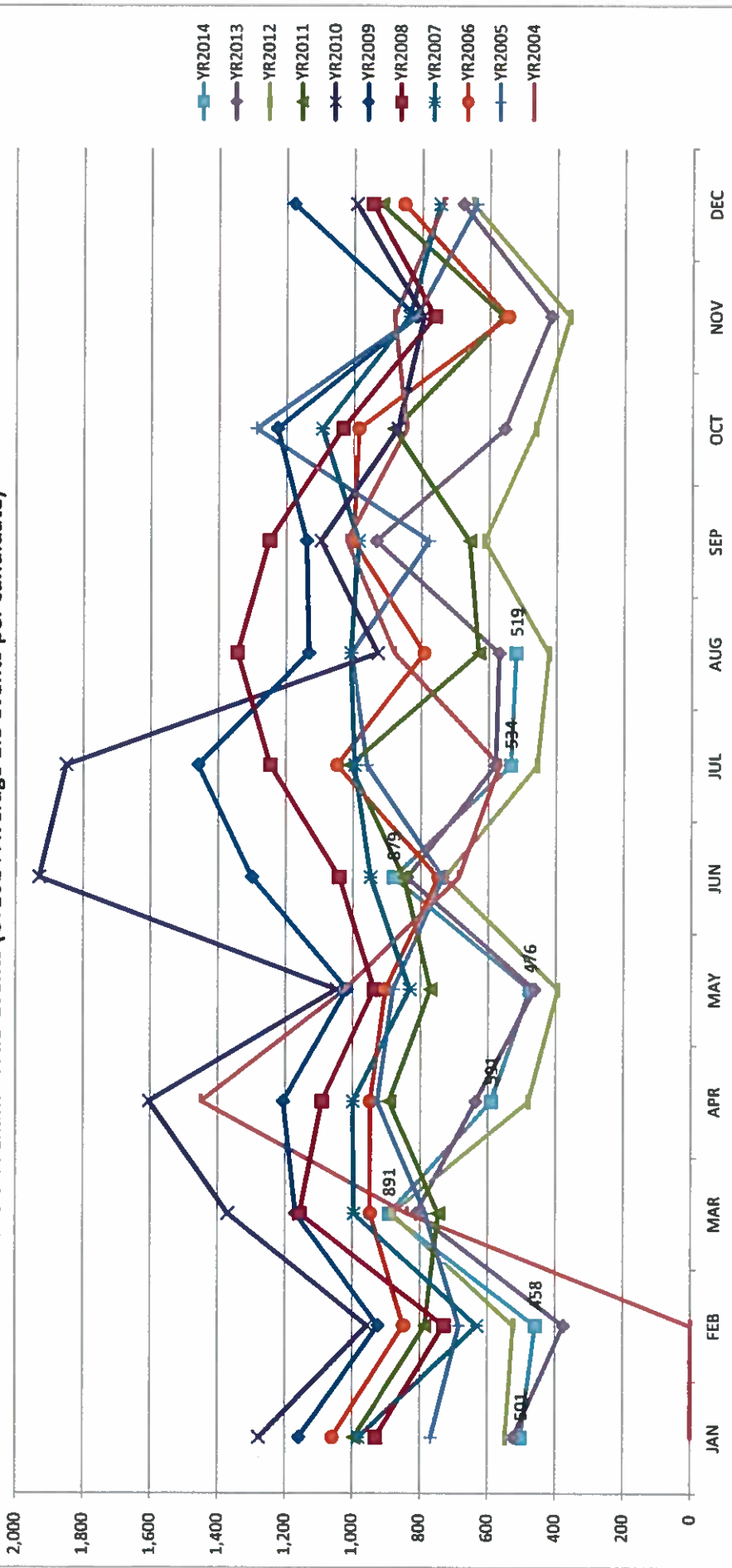
BUDGET CATEGORY Description	NOTES	FY2010 Actual	FY2011 Actual	FY2012 Actual	FY2013 Actual	FY2014 Actual YTD 8/31/2014	FY2014 Approved Budget
REVENUES SUMMARY							
Exam Application Fees		40,776	26,875	66,976	79,050	71,300	60,000
Guam Computer Test Center Administration Fees		762,150	531,315	402,985	391,490	354,365	306,000
Certification Fees		39,550	29,250	42,875	49,200	47,000	35,000
Individual Licensing Fees		37,050	48,250	72,425	87,100	99,575	69,000
Firm Licensing Fees		4,000	3,000	4,025	3,800	5,050	4,000
Penalties/Miscellaneous Fees/Interest		4,605	5,147	8,840	10,590	7,773	0
TOTAL REVENUES		888,131	643,837	598,126	621,230	585,063	474,000
220 Travel		0	0	0	0	0	0
230 Contractual							
Administrative Services Contract		275,038	270,135	272,707	274,867	249,771	285,000
Legal Services Contract		0	0	0	0	0	0
Copier Services		5,811	5,874	5,529	5,920	5,788	6,500
Education & Testing		0	0	15,255	0	4,325	45,000
Others (Publications, Dues, etc.)		14,269	15,068	14,392	22,100	14,200	16,000
Web/Database development & maintenance		0	0	0	375	0	15,000
233 Office Space		23,868	23,868	23,868	23,868	21,879	25,000
240 Supplies		6,889	9,610	8,603	10,174	8,141	7,500
250 Small Equipment		376	511	2,689	2,907	1,319	5,000
290 Miscellaneous							
Bank Charges		30	0	2,322	4,784	4,901	3,600
Postage		10,600	10,140	12,466	11,990	15,185	14,000
Training		580	0	50	50	0	4,000
Notices/Compliance Investigations/Others		1,348	1,234	1,978	2,691	557	0
363 Telephone Services		0	0	0	0	0	0
450 Capitalized Equipment		0	0	0	0	0	0
TOTAL EXPENDITURES	(2)	338,809	336,439	359,858	359,726	326,065	426,600
NET EXCESS (DEFICIT) OF REVENUES OVER EXPENDITURES		549,323	307,398	238,268	261,505	258,998	47,400
FUND BALANCE:							
Beginning	(1)	1,062,615	1,611,938	1,919,336	1,157,604	1,419,109	1,419,109
UOG Appropriation Paid (per PL 31-77)				(1,000,000)			
Ending		1,611,938	1,919,336	1,157,604	1,419,109	1,678,107	1,466,509
Consisting of:							
Cash - Bank of Guam (established FY2008)		1,582,267	672,088	93,292	344,918	1,185,210	
Cash - Time Certificates of Deposit		0	1,251,002	1,053,501	1,055,496	501,505	
Accounts Receivable-NASBA		54,450	36,190	32,945	50,765	14,070	
Accounts Payable		(24,779)	(39,944)	(22,134)	(32,044)	(22,679)	
Restricted Fund Balance		0	0	0	1,069,000	1,039,000	
Unrestricted Fund Balance		1,611,938	1,919,336	1,157,604	350,135	639,107	

NOTES:

(1) FY2010 Beginning Fund Balance Adjusted for sweep of FY2009 Treasurer of Guam Cash balance.

(2) During FY2014-Oct the Board paid \$33,309 of prior year obligations, shown as FY2013 expenditures. There are no outstanding prior year encumbrances as of 11/30/2013.

GCTC CPA Exam - PAID Events (CY2014 Average 1.8 events per candidate)





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September 18, 2014

Mr. John R. Onedera, CPA
Chairman
Guam Board of Accountancy
335 S Marine Corps Drive, Suite 101
Tamuning, Guam 96913

Dear Mr. Onedera:

Enclosed is an amendment to the Professional Licensing Board Administrative Services Agreement between Sanford Technology Group LLC (STG) and the Guam Board of Accountancy (GBA) entitled "Supplemental Agreement No. 3", along with supporting documentation.

Please note that this Supplemental Agreement No. 3 is submitted in accordance with 5 GCA § 5801 and 5 GCA § 5802 (added by PL 26-111) which mandate the wage and benefit rates to be paid under any services contract with the Government of Guam, applied at the inception of and any renewal or extension of such a contract.

The applicable U.S. Department of Labor Service Contract Act Wage Determination for Guam in effect under the existing Supplemental Agreement No. 1 was WD No: 2005-2147 Rev-13 dated 6/13/2011, and the wages paid under our contract are pursuant to that determination. You may also note that the hourly benefits rate under that WD 2005-2147 Rev-13 was \$3.59.

The increase in our annual contract amount is derived from applying the total percentage increase in the applicable wage and benefit rates under the revised WD 2005-2147 Rev-16 dated 7/25/2014, adjusted for the enclosed Guam Wage Analysis increase, as compared to the original. These revised wage and benefits rates are shown in detail on the Amended Labor Cost schedule enclosed with the Supplemental Agreement No. 3. Individual wage rates are applied based on the position Occupation Code, while the new hourly health and welfare benefits rate of \$4.02 is applied across the board. There is no workmen's comp benefit rate increase included in this amendment. The total cost increase resulting from applying the new WD 2005-2147 Rev-16 adjusted for the Guam Wage Analysis amounts to an overall 5.1%, or \$13,320 annually, including overhead and applicable gross receipts tax costs.

These increased wages and hourly benefits will be applied effective with the first payroll in October 2014 under the annual renewal of our contract. If you have any questions or need any additional information, please let me know. Thank you.

Very truly yours,

D.N. Sanford
Vice President

SUPPLEMENTAL AGREEMENT NO. 3

**Professional Licensing Board Administrative Services Agreement between the
Government of Guam
And
Sanford Technology Group LLC**

WHEREAS, the Government has engaged Sanford Technology Group LLC (Contractor) to provide professional and administrative services to the Guam Board of Accountancy (Government); and

WHEREAS, Section III specifies that the contract ends on September 30, 2014, subject to availability of funds; and

WHEREAS, Section III specifies that the contract may be extended for three (3) additional one (1) year terms upon the mutual agreement of the parties, subject to the availability of funds, with all extensions to be in writing and signed by authorized representatives of the parties; and

WHEREAS, the previous cost of labor was based upon the US DOL Wage Determination #2005-2147 REV 15 for Guam (per Supplemental Agreement No. 2) and such Wage Determination has been reissued as #2005-2147 REV 16 dated 07/25/2014 increasing applicable labor rates and benefits costs, adjusted with the enclosed Guam Wage Analysis rate increase, by an overall total of 5.1%; and

WHEREAS, both parties agree that all terms and conditions in the contract remain the same except for the following:

Section III of the Contract is hereby amended as follows:

Subject to Section XV, the term of this Agreement shall begin on October 1, 2014, or the first day of the week following the date this Agreement is signed by the Governor of Guam, if later, and end on September 30, 2015, subject to the availability of funds. This Agreement may be extended for three (3) additional one (1) year terms upon the mutual agreement of the parties, subject to the availability of funds. All extensions shall be in writing and shall be signed by authorized representatives of the parties.

Section IV of the Contract is hereby amended as follows:

- 4.1 The Government will pay to the Contractor for the Services performed up to a maximum total of Two hundred ninety one thousand seven hundred and eighty dollars (\$291,780) per year as determined as follows:
 - 4.1.1 Labor costs of the Executive Director and the equivalent of four (4) full-time Employees (as detailed in Exhibit "C") at two hundred seventy three thousand six hundred dollars (\$273,600) per year;

- 4.1.2 Cost for off-island travel as required in Exhibit "B" Scope of Work up to a maximum of Fifteen thousand dollars (\$15,000) per year;
- 4.1.3 Cost related to website development, maintenance, and update up to a maximum of Three thousand one hundred and eighty dollars (\$3,180) per year;
- 4.2 The Government shall pay the Contractor based on Contractor's invoices as follows:
 - 4.2.1 Payment for labor costs under 4.1.1 above shall be paid in monthly installments of not more than twenty-two thousand eight hundred dollars (\$22,800). Payments shall be due on the last day of each month, prorated for any partial month, commencing in October 2014.

No other changes.

IN WITNESS WHEREOF, the parties have executed this Supplemental Agreement No. 3 on the dates indicated by their respective names.

CONTRACTOR:

GOVERNMENT OF GUAM

 DAVID N. SANFORD
 Vice President
 Sanford Technology Group LLC

 JOHN R. ONEDERA, CPA
 Chairman
 Guam Board of Accountancy

Date: _____

Date: _____

CERTIFIED FUNDS AVAILABLE:

DOCUMENT NO.:

 JOHN R. ONEDERA, CPA
 Certifying Officer

CONTRACT NO.: C110621004

VENDOR NO.: S0097692

Date: _____

AMOUNT: \$291,780.00 annually

APPROVED AS TO LEGALITY AND FORM:

APPROVED:

 LEONARDO M. RAPADAS
 ATTORNEY GENERAL OF GUAM

 EDDIE BAZA CALVO
 GOVERNOR OF GUAM

Date: _____

Date: _____

Government: _____

Contractor: _____

GUAM BOARD OF ACCOUNTANCY
Professional Licensing Board Administration Services
Contract #C110621004

Proposed Staffing Pattern as of October 1, 2014 - Revised per Guam Procurement Law Article 13, Wage and Benefit Determination

PROPOSED STAFFING COSTS			Under US DOL Wage Determination #2005-2147 REV (16) AREA: GU, ISLAND WIDE, Last Revised 7/25/2014										ADJUSTED for Guam Wage Analysis Increase (see attached)		
Employee	Position	FTE	Equivalent Occupation Code & Title	US DOL WD Rate	US DOL WD Health & Welfare Benefits Rate	Annual Wage Rate	Annual Salaries & Wages	Employer's FICA Taxes	US DOL WD Health & Welfare Benefits Cost	Worker's Comp Insurance Allowance	Adjusted Average US DOL WD Rate Increase	Adjusted Annual US DOL WD Increase \$\$\$	Adjusted Annual US DOL WD Increase %%		
DN Sanford	Executive Director	0.4	n/a	n/a	n/a	88,500.00	35,400.00	2,708.10	0.00	162.84		0.00	0.0%		
MB Santos	License Officer & Asst. Exec.Dir.	1.0	n/a	n/a	4.02	48,900.00	48,900.00	3,740.85	8,361.60	224.94	6.0%	3,571.99	6.2%		
AE Gay	Executive Administrator	1.0	01313 - Secretary III	18.24	4.02	37,948.94	37,948.94	2,903.09	8,361.60	174.57		2,898.40	6.2%		
RM Gogue	Examination Manager	1.0	14041 - Computer Operator I	14.52	4.02	30,204.26	30,204.26	2,310.63	8,361.60	138.94		2,396.03	6.2%		
JM Reyes	Applicant Services Representative	1.0	01113 - General Clerk III	13.11	4.02	27,261.28	27,261.28	2,085.49	8,361.60	125.40		2,205.13	6.2%		
		4.4					179,714.47	13,748.16	33,446.40	826.69		11,071.54	5.1%		

NOTES:

- Rates and Benefits are per Federal Wage Determination No: 2005-2147 Rev (16) Area: Guam, Island Wide, Last revised: 7/25/2014
- Benefits include 2 weeks paid vacation after 1 year, 4 weeks after 3 years, plus 10 paid holidays per year
- Length of Service includes prior years of service for similar work at/or same facility with predecessor/successor contractor
- Subject to increments based on annual revision of Wage Determination rates by U.S. Department of Labor
- Employees will be paid the Federally mandated hourly benefits rate of \$4.02, and may elect to participate in STG's standard group benefits coverage, which includes medical, vision and group life insurance coverage, at cost

	# of Months	Monthly Amount	Annual Amount
Existing Contract Labor Allowance (10/1/13)	12	21,690	260,280
Percent Increase in US DOL WD Rates & Benefits Allowance			5.1%
Proposed Contract labor Cost	12	22,800	273,600

**Increases reflect change from existing contract labor rates

**Guam Wage Analysis
2009 - 2013**

Occupational Employment Statistics (OES) Survey

Bureau of Labor Statistics, Department of Labor, <http://stat.bls.gov/oes/home.htm>

STATE	OCC_TITLE	TOT_EMP	H_MEAN	H_PCT10	H_PCT25	H_MEDIAN	H_PCT75	H_PCT90	H_PCTs Avg
Guam	All Occupations - 2009	60910	14.33	7.09	7.89	11.18	17.10	25.49	13.75
Guam	All Occupations - 2010	59,560	15.02	7.67	8.56	11.54	17.78	26.35	14.38
Guam	All Occupations - 2011	59,560	15.31	7.94	8.81	11.92	18.08	26.90	14.73
Guam	All Occupations - 2012	60,970	15.55	8.00	8.86	12.18	18.52	27.61	15.03
Guam	All Occupations - 2013	59,500	15.72	7.97	8.82	12.23	18.61	28.01	15.13
Average All		60100	15.19	7.73	8.59	11.81	18.02	26.87	14.60
Percent Change									
	2009-10	-2.22%	4.82%	8.18%	8.49%	3.22%	3.98%	3.37%	4.58%
	2010-11	0.00%	1.93%	3.52%	2.92%	3.29%	1.69%	2.09%	2.43%
	2011-12	2.37%	1.57%	0.76%	0.57%	2.18%	2.43%	2.64%	2.06%
	2012-13	-2.41%	1.09%	-0.38%	-0.45%	0.41%	0.49%	1.45%	0.63%
Percent Change		-2.31%	9.70%	12.41%	11.79%	9.39%	8.83%	9.89%	10.02%
SCA Benefits Rate Increase						0.67	0.67		
Adjusted Wage						11.56	17.94		14.75
Adjusted Percent Change			5.19%			3.40%	4.91%		7.27%
STG Recommended Increase									6.0%

WD 05-2147 (Rev.-16) was first posted on www.wdol.gov on 08/05/2014

REGISTER OF WAGE DETERMINATIONS UNDER | U.S. DEPARTMENT OF LABOR
THE SERVICE CONTRACT ACT | EMPLOYMENT STANDARDS ADMINISTRATION
By direction of the Secretary of Labor | WAGE AND HOUR DIVISION
| WASHINGTON D.C. 20210

Diane C. Koplewski Division of | Wage Determination No.: 2005-2147
Director Wage Determinations | Revision No.: 16
Date Of Revision: 07/25/2014

States: Guam, Northern Marianas, Wake Island

Area: Guam Statewide
Northern Marianas Statewide
Wake Island Statewide

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		12.50
01012 - Accounting Clerk II		13.53
01013 - Accounting Clerk III		15.59
01020 - Administrative Assistant		17.67
01040 - Court Reporter		15.38
01051 - Data Entry Operator I		10.48
01052 - Data Entry Operator II		11.99
01060 - Dispatcher, Motor Vehicle		13.06
01070 - Document Preparation Clerk		12.25
01090 - Duplicating Machine Operator		12.25
01111 - General Clerk I		10.29
01112 - General Clerk II		11.28
01113 - General Clerk III		12.32
01120 - Housing Referral Assistant		17.15
01141 - Messenger Courier		10.12
01191 - Order Clerk I		11.23
01192 - Order Clerk II		12.25
01261 - Personnel Assistant (Employment) I		14.33
01262 - Personnel Assistant (Employment) II		14.90
01263 - Personnel Assistant (Employment) III		16.48
01270 - Production Control Clerk		18.34
01280 - Receptionist		9.67
01290 - Rental Clerk		11.10
01300 - Scheduler, Maintenance		13.75
01311 - Secretary I		13.75
01312 - Secretary II		15.38
01313 - Secretary III		17.15
01320 - Service Order Dispatcher		11.57
01410 - Supply Technician		17.67
01420 - Survey Worker		15.26
01531 - Travel Clerk I		11.61
01532 - Travel Clerk II		12.57
01533 - Travel Clerk III		13.44
01611 - Word Processor I		12.25

01612	- Word Processor II	13.75
01613	- Word Processor III	15.38
05000	- Automotive Service Occupations	
05005	- Automobile Body Repairer, Fiberglass	13.34
05010	- Automotive Electrician	13.06
05040	- Automotive Glass Installer	12.10
05070	- Automotive Worker	12.10
05110	- Mobile Equipment Servicer	8.59
05130	- Motor Equipment Metal Mechanic	13.06
05160	- Motor Equipment Metal Worker	12.10
05190	- Motor Vehicle Mechanic	13.06
05220	- Motor Vehicle Mechanic Helper	10.12
05250	- Motor Vehicle Upholstery Worker	12.10
05280	- Motor Vehicle Wrecker	12.10
05310	- Painter, Automotive	12.37
05340	- Radiator Repair Specialist	12.10
05370	- Tire Repairer	7.81
05400	- Transmission Repair Specialist	12.10
07000	- Food Preparation And Service Occupations	
07010	- Baker	10.47
07041	- Cook I	9.54
07042	- Cook II	11.78
07070	- Dishwasher	7.25
07130	- Food Service Worker	7.78
07210	- Meat Cutter	11.86
07260	- Waiter/Waitress	7.59
09000	- Furniture Maintenance And Repair Occupations	
09010	- Electrostatic Spray Painter	14.38
09040	- Furniture Handler	8.85
09080	- Furniture Refinisher	14.38
09090	- Furniture Refinisher Helper	10.66
09110	- Furniture Repairer, Minor	12.51
09130	- Upholsterer	14.38
11000	- General Services And Support Occupations	
11030	- Cleaner, Vehicles	8.23
11060	- Elevator Operator	8.23
11090	- Gardener	10.99
11122	- Housekeeping Aide	8.33
11150	- Janitor	8.23
11210	- Laborer, Grounds Maintenance	9.14
11240	- Maid or Houseman	7.25
11260	- Pruner	8.23
11270	- Tractor Operator	10.33
11330	- Trail Maintenance Worker	9.14
11360	- Window Cleaner	9.14
12000	- Health Occupations	
12010	- Ambulance Driver	15.81
12011	- Breath Alcohol Technician	15.81
12012	- Certified Occupational Therapist Assistant	21.70
12015	- Certified Physical Therapist Assistant	21.70
12020	- Dental Assistant	13.20
12025	- Dental Hygienist	29.85
12030	- EKG Technician	23.96
12035	- Electroneurodiagnostic Technologist	23.96
12040	- Emergency Medical Technician	15.81
12071	- Licensed Practical Nurse I	14.14
12072	- Licensed Practical Nurse II	15.81

12073 - Licensed Practical Nurse III	17.63
12100 - Medical Assistant	11.54
12130 - Medical Laboratory Technician	14.14
12160 - Medical Record Clerk	11.82
12190 - Medical Record Technician	13.59
12195 - Medical Transcriptionist	14.14
12210 - Nuclear Medicine Technologist	34.75
12221 - Nursing Assistant I	10.03
12222 - Nursing Assistant II	11.30
12223 - Nursing Assistant III	12.31
12224 - Nursing Assistant IV	13.84
12235 - Optical Dispenser	15.81
12236 - Optical Technician	14.14
12250 - Pharmacy Technician	13.41
12280 - Phlebotomist	13.84
12305 - Radiologic Technologist	22.64
12311 - Registered Nurse I	20.70
12312 - Registered Nurse II	25.32
12313 - Registered Nurse II, Specialist	25.32
12314 - Registered Nurse III	30.64
12315 - Registered Nurse III, Anesthetist	30.64
12316 - Registered Nurse IV	36.72
12317 - Scheduler (Drug and Alcohol Testing)	19.59
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	15.06
13012 - Exhibits Specialist II	18.66
13013 - Exhibits Specialist III	22.83
13041 - Illustrator I	15.06
13042 - Illustrator II	18.66
13043 - Illustrator III	22.83
13047 - Librarian	20.66
13050 - Library Aide/Clerk	12.00
13054 - Library Information Technology Systems Administrator	18.66
13058 - Library Technician	15.06
13061 - Media Specialist I	13.46
13062 - Media Specialist II	15.06
13063 - Media Specialist III	16.80
13071 - Photographer I	12.82
13072 - Photographer II	14.32
13073 - Photographer III	17.75
13074 - Photographer IV	21.73
13075 - Photographer V	26.30
13110 - Video Teleconference Technician	12.91
14000 - Information Technology Occupations	
14041 - Computer Operator I	13.65
14042 - Computer Operator II	15.76
14043 - Computer Operator III	17.56
14044 - Computer Operator IV	19.50
14045 - Computer Operator V	21.81
14071 - Computer Programmer I	(see 1) 15.73
14072 - Computer Programmer II	(see 1) 19.50
14073 - Computer Programmer III	(see 1) 23.84
14074 - Computer Programmer IV	(see 1)
14101 - Computer Systems Analyst I	(see 1) 24.23
14102 - Computer Systems Analyst II	(see 1)
14103 - Computer Systems Analyst III	(see 1)

14150 - Peripheral Equipment Operator	13.65
14160 - Personal Computer Support Technician	19.50
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	24.23
15020 - Aircrew Training Devices Instructor (Rated)	29.32
15030 - Air Crew Training Devices Instructor (Pilot)	33.30
15050 - Computer Based Training Specialist / Instructor	24.23
15060 - Educational Technologist	22.82
15070 - Flight Instructor (Pilot)	33.30
15080 - Graphic Artist	20.47
15090 - Technical Instructor	17.65
15095 - Technical Instructor/Course Developer	21.58
15110 - Test Proctor	13.87
15120 - Tutor	13.87
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	8.08
16030 - Counter Attendant	8.08
16040 - Dry Cleaner	9.34
16070 - Finisher, Flatwork, Machine	8.08
16090 - Presser, Hand	8.08
16110 - Presser, Machine, Drycleaning	8.08
16130 - Presser, Machine, Shirts	8.08
16160 - Presser, Machine, Wearing Apparel, Laundry	8.08
16190 - Sewing Machine Operator	9.86
16220 - Tailor	10.33
16250 - Washer, Machine	8.46
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	14.49
19040 - Tool And Die Maker	18.20
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	12.49
21030 - Material Coordinator	18.34
21040 - Material Expediter	18.34
21050 - Material Handling Laborer	10.65
21071 - Order Filler	9.66
21080 - Production Line Worker (Food Processing)	12.49
21110 - Shipping Packer	13.33
21130 - Shipping/Receiving Clerk	13.33
21140 - Store Worker I	13.23
21150 - Stock Clerk	18.58
21210 - Tools And Parts Attendant	12.49
21410 - Warehouse Specialist	12.49
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	20.69
23021 - Aircraft Mechanic I	19.70
23022 - Aircraft Mechanic II	20.69
23023 - Aircraft Mechanic III	21.74
23040 - Aircraft Mechanic Helper	13.70
23050 - Aircraft, Painter	18.50
23060 - Aircraft Servicer	16.09
23080 - Aircraft Worker	17.38
23110 - Appliance Mechanic	14.49
23120 - Bicycle Repairer	9.74
23125 - Cable Splicer	15.43
23130 - Carpenter, Maintenance	13.00
23140 - Carpet Layer	13.55
23160 - Electrician, Maintenance	14.99

23181 - Electronics Technician Maintenance I	14.72
23182 - Electronics Technician Maintenance II	15.05
23183 - Electronics Technician Maintenance III	18.31
23260 - Fabric Worker	12.60
23290 - Fire Alarm System Mechanic	15.43
23310 - Fire Extinguisher Repairer	11.67
23311 - Fuel Distribution System Mechanic	15.43
23312 - Fuel Distribution System Operator	13.01
23370 - General Maintenance Worker	11.95
23380 - Ground Support Equipment Mechanic	19.70
23381 - Ground Support Equipment Servicer	16.09
23382 - Ground Support Equipment Worker	17.38
23391 - Gunsmith I	11.67
23392 - Gunsmith II	13.55
23393 - Gunsmith III	15.43
23410 - Heating, Ventilation And Air-Conditioning Mechanic	15.76
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	16.55
23430 - Heavy Equipment Mechanic	15.15
23440 - Heavy Equipment Operator	13.73
23460 - Instrument Mechanic	15.43
23465 - Laboratory/Shelter Mechanic	14.49
23470 - Laborer	10.65
23510 - Locksmith	14.49
23530 - Machinery Maintenance Mechanic	17.38
23550 - Machinist, Maintenance	15.43
23580 - Maintenance Trades Helper	9.92
23591 - Metrology Technician I	15.43
23592 - Metrology Technician II	16.41
23593 - Metrology Technician III	17.37
23640 - Millwright	15.43
23710 - Office Appliance Repairer	14.38
23760 - Painter, Maintenance	13.55
23790 - Pipefitter, Maintenance	15.32
23810 - Plumber, Maintenance	14.38
23820 - Pneudraulic Systems Mechanic	15.43
23850 - Rigger	15.43
23870 - Scale Mechanic	13.55
23890 - Sheet-Metal Worker, Maintenance	15.21
23910 - Small Engine Mechanic	13.55
23931 - Telecommunications Mechanic I	19.01
23932 - Telecommunications Mechanic II	19.76
23950 - Telephone Lineman	18.24
23960 - Welder, Combination, Maintenance	14.66
23965 - Well Driller	15.43
23970 - Woodcraft Worker	15.43
23980 - Woodworker	11.67
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	10.09
24580 - Child Care Center Clerk	12.58
24610 - Chore Aide	12.43
24620 - Family Readiness And Support Services Coordinator	12.44
24630 - Homemaker	16.12
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	15.43

25040 - Sewage Plant Operator	14.49
25070 - Stationary Engineer	15.43
25190 - Ventilation Equipment Tender	10.73
25210 - Water Treatment Plant Operator	14.49
27000 - Protective Service Occupations	
27004 - Alarm Monitor	10.90
27007 - Baggage Inspector	7.35
27008 - Corrections Officer	12.05
27010 - Court Security Officer	12.05
27030 - Detection Dog Handler	10.90
27040 - Detention Officer	12.05
27070 - Firefighter	12.05
27101 - Guard I	7.37
27102 - Guard II	10.90
27131 - Police Officer I	12.05
27132 - Police Officer II	13.40
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	9.53
28042 - Carnival Equipment Repairer	10.08
28043 - Carnival Equipment Worker	7.78
28210 - Gate Attendant/Gate Tender	13.18
28310 - Lifeguard	11.01
28350 - Park Attendant (Aide)	14.74
28510 - Recreation Aide/Health Facility Attendant	10.76
28515 - Recreation Specialist	18.26
28630 - Sports Official	11.74
28690 - Swimming Pool Operator	17.71
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	15.20
29020 - Hatch Tender	15.20
29030 - Line Handler	15.20
29041 - Stevedore I	14.22
29042 - Stevedore II	16.25
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (see 2)	35.77
30011 - Air Traffic Control Specialist, Station (HFO) (see 2)	24.66
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)	27.16
30021 - Archeological Technician I	17.49
30022 - Archeological Technician II	19.56
30023 - Archeological Technician III	24.21
30030 - Cartographic Technician	23.18
30040 - Civil Engineering Technician	21.93
30061 - Drafter/CAD Operator I	17.49
30062 - Drafter/CAD Operator II	19.56
30063 - Drafter/CAD Operator III	20.74
30064 - Drafter/CAD Operator IV	24.21
30081 - Engineering Technician I	14.62
30082 - Engineering Technician II	16.41
30083 - Engineering Technician III	18.36
30084 - Engineering Technician IV	22.34
30085 - Engineering Technician V	27.83
30086 - Engineering Technician VI	33.66
30090 - Environmental Technician	21.10
30210 - Laboratory Technician	20.74
30240 - Mathematical Technician	23.34
30361 - Paralegal/Legal Assistant I	19.06
30362 - Paralegal/Legal Assistant II	21.53

30363 - Paralegal/Legal Assistant III	26.35
30364 - Paralegal/Legal Assistant IV	30.80
30390 - Photo-Optics Technician	21.93
30461 - Technical Writer I	22.17
30462 - Technical Writer II	27.10
30463 - Technical Writer III	32.79
30491 - Unexploded Ordnance (UXO) Technician I	22.74
30492 - Unexploded Ordnance (UXO) Technician II	27.51
30493 - Unexploded Ordnance (UXO) Technician III	32.97
30494 - Unexploded (UXO) Safety Escort	22.74
30495 - Unexploded (UXO) Sweep Personnel	22.74
30620 - Weather Observer, Combined Upper Air Or	(see 2) 20.74
Surface Programs	
30621 - Weather Observer, Senior	(see 2) 23.00
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	8.15
31030 - Bus Driver	9.69
31043 - Driver Courier	8.97
31260 - Parking and Lot Attendant	7.25
31290 - Shuttle Bus Driver	9.99
31310 - Taxi Driver	8.21
31361 - Truckdriver, Light	8.97
31362 - Truckdriver, Medium	11.61
31363 - Truckdriver, Heavy	12.48
31364 - Truckdriver, Tractor-Trailer	12.48
99000 - Miscellaneous Occupations	
99030 - Cashier	7.46
99050 - Desk Clerk	9.70
99095 - Embalmer	22.74
99251 - Laboratory Animal Caretaker I	16.24
99252 - Laboratory Animal Caretaker II	17.04
99310 - Mortician	22.74
99410 - Pest Controller	13.28
99510 - Photofinishing Worker	11.95
99710 - Recycling Laborer	10.76
99711 - Recycling Specialist	16.27
99730 - Refuse Collector	10.24
99810 - Sales Clerk	8.95
99820 - School Crossing Guard	15.03
99830 - Survey Party Chief	20.30
99831 - Surveying Aide	11.54
99832 - Surveying Technician	15.00
99840 - Vending Machine Attendant	20.19
99841 - Vending Machine Repairer	23.57
99842 - Vending Machine Repairer Helper	20.19

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$4.02 per hour or \$160.80 per week or \$696.79 per month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; and 4 weeks after 3 years. Length of service includes the whole span of

continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year, New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4174)

THE OCCUPATIONS WHICH HAVE NUMBERED FOOTNOTES IN PARENTHESES RECEIVE THE FOLLOWING:

1) COMPUTER EMPLOYEES: Under the SCA at section 8(b), this wage determination does not apply to any employee who individually qualifies as a bona fide executive, administrative, or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour would likely qualify as exempt computer professionals, (29 C.F.R. 541.400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition, because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds \$27.63 per hour conformances may be necessary for certain nonexempt employees. For example, if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate, then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

Additionally, because job titles vary widely and change quickly in the computer industry, job titles are not determinative of the application of the computer professional exemption. Therefore, the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

(1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;

(2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;

(3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or

(4) A combination of the aforementioned duties, the performance of which requires the same level of skills. (29 C.F.R. 541.400).

2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives.

Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

** UNIFORM ALLOWANCE **

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A links to the Directory may be found on the WHD home page at <http://www.dol.gov/esa/whd/> or through the Wage Determinations On-Line (WDOL) Web site at <http://wdol.gov/>.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE (Standard Form 1444 (SF 1444))

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. (See Section 4.6 (C) (vi)) When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.